

The Chinese University of Hong Kong
Graduate School
Proposal for Introduction of New M.Phil.-Ph.D. Programme

(Applicable to new programmes only.)

Please read the Framework for the articulated M.Phil.-Ph.D. Programmes before completing this template.

Programme Title	(English) (Example: M.Phil.-Ph.D. in XXX)	(Chinese) (例：XXX 哲學碩士博士銜接課程)			
Offered by	Graduate Division of _____				
Proposed Year of Commencement					
1. Target Participants and Proposed Intake					
1.1	Target participants: _____				
1.2	Proposed total student intake per year (headcount): <i>(include the numbers in Section 1.3)</i> <i>(Request for RPg quota has to be considered by RAC separately.)</i>	Full-time _____	Part-time _____		
1.3	Intended non-local student intake per year (headcount):	Full-time _____	Part-time _____		
2. Programme Information					
2.1	Mode of study*	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time [#]		
<p>* Please tick as appropriate. [#] The UGC has phased out funding of part-time RPg places w.e.f. 2009-10. The University decided that the admission of part-time RPg students would be operated on a completely self-financed basis w.e.f. 2009-10. A higher tuition fee would therefore be charged.</p>					
2.2	Study Period				
The study period for students of different streams / stages under the framework of the new M.Phil.-Ph.D. Programmes are summarized below:					
	<i>Degree</i>	<i>Mode</i>	<i>Candidacy</i> ¹	<i>Normative Period</i>	<i>Maximum Period</i>
	M.Phil.	FT	--	24	48
		PT	--	36	60
	Ph.D. (entering with a research master's degree)	FT	24	36	72
		PT	32	48	84
	Ph.D. (entering without a research master's degree)	FT	36 ²	48	84
		PT	48	64	100
Summary of study period, in months					
¹ Maximum period to pass candidacy requirement, counted from first entry.					
² PGS will stop at the 25 th month if the student cannot pass the candidacy requirement, but will resume upon passing the candidacy requirement.					
3. Background					

4. Evidence of Student Demand for the Programme

5. Objectives

6. How is the programme benchmarked with other programmes in Hong Kong and worldwide?

M.Phil. Stream

7. Expected Learning Outcomes

8. Graduate Attribute Statement *(Based on the expected course outcome, please prepare a statement describing the attributes of the graduates of the proposed programme for student and general public information.)*

9. Entry Requirements

9.1 Minimum entry requirements
Graduate Divisions are required to follow the minimum entry requirements prescribed by the Graduate School.

9.2 Additional entry requirements set by Graduate Division, if any *(refer to para. 6 of the Framework)* :

M.Phil. Stream – Students within Normative Study Period

10. Course Requirements

10.1 Lecture courses

A minimum of **12 units** is required by the Graduate School **for graduation**. (Refer to para. 17 of the *Framework*.) Please state here how many courses / units should be selected from the courses listed below, and any restrictions or guidelines in the selection of courses. ‘Seminar’ or ‘Guided Studies’ are NOT regarded as lecture courses.

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				
Brief course description:				
Brief course description:				

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division (a)

10.2 Thesis research courses⁽⁴⁾

Each student must register for Thesis Research courses every term. The minimum required by the Graduate School is listed below (Refer to para. 18 of the **Framework**).

Number of units per term for full-time students (b)

Number of units per term for part-time students (please delete if not applicable) (c)

Course code	Course Title	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
	Thesis Research			
Brief course description: In this course, a student is required to meet with his/her supervisor regularly who provides necessary guidance and supervision to write up a thesis and monitors the student's academic progress.				
Brief course description:				

(Please attach separate sheet if necessary.)

10.3 Other courses (optional, e.g., Seminar, Guided Study)

Course code	Course Title (please provide both English & Chinese Title and indicate if it is a new or existing course)	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division, if applicable (d)

10.4 Total unit requirement

Total number of units required for graduation within normative study period for :

Full-time students (i.e., (a) + (b) x 4 terms + (d)) (e)

Part-time students (i.e., (a) + (c) x 6 terms + (d)) (please delete if not applicable) (f)

11. Additional Term Assessment Requirement set by Programme⁽³⁾ (*Applicable for programmes with higher grade requirement, etc*)

M.Phil. Stream – Continuing Students

12. Course Requirements

12.1 Thesis research courses⁽⁴⁾

Each student must register for Thesis Research courses every term. The minimum required by the Graduate School is listed below (Refer to para. 18 of the *Framework*).

Number of units per term for full-time students (b)

Number of units per term for part-time students (*please delete if not applicable*) (c)

Course code	Course Title	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
	Thesis Research			

Brief course description:

In this course, a student is required to meet with his/her supervisor regularly who provides necessary guidance and supervision to write up a thesis and monitors the student's academic progress.

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Brief course description:

(Please attach separate sheet if necessary.)

12.2 Other courses (optional, e.g., Seminar, Guided Study)

Course code	Course Title (<i>please provide both English & Chinese Title and indicate if it is a new or existing course</i>)	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾

Brief course description:

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Brief course description:

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division, if applicable (d)

Ph.D. Stream

13. Expected Learning Outcomes

14. Graduate Attribute Statement *(Based on the expected course outcome, please prepare a statement describing the attributes of the graduates of the proposed programme for student and general public information.)*

15. Entry Requirements

15.1 Minimum entry requirements

Graduate Divisions are required to follow the minimum entry requirements prescribed by the Graduate School. Please refer to Footnote ⁽¹⁾ for details.

15.2 Additional entry requirements set by Graduate Division, if any (refer to para. 6 of the Framework) :

In this scheme, Ph.D. candidates have to complete a minimum number of units of Lecture courses and Thesis Research courses (on a per term basis) as required by the Graduate School and a certain number of units of other courses, if deemed necessary by the Division, during the pre-candidacy and post-candidacy stage. However, since the study period of the students may vary, the total number of Thesis Research courses to be taken may also vary, which will affect the total number of units taken by each student for graduation.

Example:

A student with a research master's degree who pursues full-time Ph.D. study will have completed the following within the normative study period:

<i>Pre-candidacy stage (e.g. 1 year) :</i>	<i>Lecture courses</i>	<i>12 units</i>
	<i>Thesis Research courses</i>	<i>6 units x 2 terms = 12 units</i>
	<i>Other course</i>	<i>4 units</i>
<i>Post-candidacy stage (e.g. 2 years) :</i>	<i>Thesis Research courses</i>	<i>12 units x 4 terms = 48 units</i>

The student will therefore complete 76 units for graduation.

Ph.D. Stream - Pre-Candidacy

16. Candidacy Requirement

16.1 Course Requirements

16.1.1 Lecture courses

A minimum of **12 units** is required by the Graduate School as **part of the candidacy requirement**. (Refer to para. 17 of the **Framework**.) Please state here how many courses / units should be selected from the courses listed below, and any restrictions or guidelines in the selection of courses. ‘Seminar’ or ‘Guided Studies’ are NOT regarded as lecture courses.

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				
Brief course description:				

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division

16.1.2 Thesis research courses⁽⁴⁾

Each student must register for Thesis Research courses every term. The minimum required by the Graduate School is listed below (Refer to para. 18 of the **Framework**).

Minimum number of units per term for full-time students

Minimum number of units per term for part-time students

Course code	Course Title	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
	Thesis Research			
Brief course description: In this course, a student is required to meet with his/her supervisor regularly who provides necessary guidance and supervision to write up a thesis and monitors the student's academic progress.				
Brief course description:				

(Please attach separate sheet if necessary.)

16.1.3 Other courses (optional, e.g., Seminar, Guided Study)

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				
Brief course description:				

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division, if applicable

16.2 Candidacy Examination

16.2.1 Format⁽⁵⁾ (It must contain a written component of one or more papers. Refer to para. 13 and 15 of the *Framework*.):

16.2.2 How often will the examination be arranged? _____ time(s) per year

16.2.3 How many times can a student attempt? _____ time(s)

16.2.4 Please specify if certain papers can be replaced by passing relevant courses⁽⁶⁾ (may or may not be within the normal course requirement) at specified grades, if applicable. (Refer to para. 14 of the *Framework*.)

16.3 Thesis proposal and oral defence (Refer to para. 16 of the *Framework*.)

17. Additional Term Assessment Requirement set by Programme⁽³⁾ (*Applicable for programmes with higher grade requirement, etc*)

Ph.D Stream - Post-candidacy

18. Course Requirements

18.1 Lecture courses

This is not a compulsory component for Ph.D. (post-candidacy) students. Please attach a separate course list if necessary.

18.2 Thesis research courses⁽⁴⁾

Each student must register for Thesis Research courses every term. The minimum required by the Graduate School is listed below (Refer to para. 18 of the *Framework*).

Minimum number of units per term for full-time students

Minimum number of units per term for part-time students

Course code	Course Title	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
	Thesis Research			

Brief course description:

In this course, a student is required to meet with his/her supervisor regularly who provides necessary guidance and supervision to write up a thesis and monitors the student's academic progress.

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Brief course description:

(Please attach separate sheet if necessary.)

18.3 Other courses (optional, e.g., Seminar, Guided Study)

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾

Brief course description:

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Brief course description:

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division, if applicable

Ph.D. Stream (Post-candidacy) - Continuing students

19. Course Requirements

19.1 Thesis research courses⁽⁴⁾

Each student must register for Thesis Research courses every term. The minimum required by the Graduate School is listed below (Refer to para. 18 of the *Framework*).

Minimum number of units per term for full-time students

Minimum number of units per term for part-time students

Course code	Course Title	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾

Brief course description:

--	--	--	--	--

Brief course description:

(Please attach separate sheet if necessary.)

19.2 Other courses (optional, e.g., Seminar, Guided Study)

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units ⁽²⁾	Contact Hours	Minimum Grade ⁽³⁾
Brief course description:				
Brief course description:				

(Please attach separate sheet if necessary.)

Minimum number of units required by Graduate Division, if applicable

20. Resources

20.1.1 Please specify the source and number of teaching staff in the Division who are eligible to serve as supervisors for M.Phil. and Ph.D. students:

20.1.2 Others, such as laboratory:

21. Signature

Signature of Graduate Division Head	Name of Graduate Division
In Block Letters	Date
Signature of Department Chairman	Name of Department
In Block Letters	Date

Footnotes:

- (1) For admission to the Doctor of Philosophy stream under the “M.Phil.-Ph.D. Programmes”, the applicant shall have:
 - i. a Master’s degree from a recognized university; or
 - ii. graduated from a recognized university and obtained a Bachelor’s degree, normally with honours not lower than Second Class; or
 - iii. graduated from an honours programme of a recognized university with a Bachelor’s degree, normally achieving an average grade of not lower than “B” in undergraduate courses; or
 - iii. completed a course of study in a tertiary educational institution and obtained professional or similar qualifications equivalent to an honours degree.
- (2) For Lecture or Other courses, e.g. seminar, each unit of course should be regarded as equivalent to 1 contact hour per week for 13 –14 weeks (i.e., 1 academic term).

- (3) Lecture courses should be graded in letter A-F. Graduate Division may specify the minimum grade at which the courses must be passed. If Programme sets a higher grade requirement, please also complete the sections on Additional Term Assessment Requirement set by Programme. 'Other' courses should also be graded in letter A-F, except that P/U can be used for courses like "Seminar" and "Guided Study". Please refer to para. 17 of the **Framework**.
- (4) For Thesis Research type of courses, the course title should be 'Thesis Research' and the course code should be at 8000 level. An example is provided as follows:

e.g. PHYS8003

PHYS = 4-character subject code

1st digit = 8 (i.e. 8000 level)

3rd and 4th digit = Number of units in 3 or multiple of 3, up to a maximum of 12 (i.e., 03, 06, 09 or 12)

These courses should be graded in letter A-F. Each unit of course should be regarded as equivalent to 3 hours of study or research per week by the student. Please refer to para. 18 of the **Framework**.

- (5) The candidacy examination must be written examination, but NOT projects, or take-home open-book examinations.
- (6) Written candidacy examinations CANNOT be replaced by submission of research papers/literature surveys/journals. It can only be replaced by passing relevant courses at specified grades.

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**The Chinese University of Hong Kong
Graduate School**

Proposal for Introduction of New Self-financed Taught Postgraduate Programme

Please read the "General Framework of Taught Postgraduate Programmes" before completing the proposal.

Degree/award Title ^[Note 1] (English) (Example: Master of Arts)			
(Chinese) (例：文學碩士)			
Programme Title (English) (Example: Anthropology)			
(Chinese) (例：人類學)			
Offered by Graduate Division of			
Partner Institution & Location (if applicable)			
1. Proposed Year of Commencement		(Example: 2014-15)	
2. Target Participants and Proposed Intake			
2.1 Target participants (Please also state clearly whether or not the target participants would meet the minimum entry requirements of the Graduate School):			
2.2 Proposed total student intake per year: (include the numbers in Section 2.3)		Full-time	Part-time
		_____	_____
2.3 Intended non-local student intake per year:		Full-time	Part-time
		_____	_____
3. Programme Information			
3.1 Mode of study*:		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
3.2 Study period		<u>Full-time</u>	<u>Part-time</u>
3.2.1 Normative ^[Note 2] :		_____ years	_____ years
3.2.2 Maximum ^[Note 2] :		_____ years	_____ years
3.3 No. of terms per year:		_____ Terms (i.e. regular term ^[Note 3])	
4. Existing programmes to be phased out in connection with the introduction of the proposed new programme (if applicable)			
<u>Programme Title</u>		<u>Time Basis</u>	<u>Effective from</u> (Intake or Year)
_____		_____	_____
* Please submit the "Proposal for Programme Change" form for endorsement/approval of the Faculty Board/GCEXCo/Senate to phase out the programme listed above.			
5. Background			
6. Objectives/Expected Learning Outcomes/Graduate Attribute			
6.1 Objectives/Expected Learning Outcomes			

6.2 Graduate Attribute Statement *(Based on the expected course outcome, please prepare a statement describing the attributes of the graduates of the proposed programme for student and general public information.)*

7. Evidence of Student Demand for the Programme

8. How is the programme benchmarked with other programmes in Hong Kong and worldwide?

9. Entry Requirements

9.1 All applicants must fulfil the general qualifications for admission and the English Language Proficiency Requirement prescribed by the Graduate School.

9.2 Additional entry requirements set by Division/Programme *(if applicable)*:

10. Credit Unit Requirements for Graduation

Total: _____ units, including -

Required courses: _____ Units

Elective courses: _____ Units

Project: _____ Units

Required*

Optional*

11. Study Programme Requirements ^[Note 4]

11.1 List of Required Courses

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units	Contact Hours	Minimum Grade#
	Brief course description:			
	Brief course description:			
	Brief course description:			

11.2 List of Elective Courses

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units	Contact Hours	Minimum Grade#
	Brief course description:			
	Brief course description:			
	Brief course description:			
	Brief course description:			

#'Minimum grade' refers to the grade required to fulfil the programme requirement. All courses should be graded A – F, where F = fail. Where such minimum is not explicitly stated, it shall be taken to be D. If Programme sets a higher grade requirement, please also complete section 10.5 for additional term assessment requirement set by Programme.

11.3 Project (If the project has already been included under 'Required' or 'Elective' Courses in previous sections, there is no need to put it here again.)

Course code	Course Title <i>(please provide both English & Chinese Title and indicate if it is a new or existing course)</i>	Units	Contact Hours	Minimum Grade#

Brief course description:

#'Minimum grade' refers to the grade required to fulfil the programme requirement. All courses should be graded A – F, where F = fail. Where such minimum is not explicitly stated, it shall be taken to be D. If Programme sets a higher grade requirement, please also complete section 10.5 for additional term assessment requirement set by Programme.

11.4 Other Requirements (e.g. third language requirements, fieldwork/laboratory/practicum, etc)

11.5 Additional term assessment requirement set by Programme ^[Note 5] (Applicable to programmes with higher grade requirement, etc)

12. Course and Unit Exemption (Please complete this section only if the programme wishes to apply for EN BLOC exemption for a particular group of students. As stipulated in the Policy on Course and Unit Exemptions for Postgraduate Students, the total number of units exempted may not exceed half of the required number. Please also specify clearly the minimum grade required for such exemption and if the exemption would lead to a shorter study period.)

13. Assessment and Graduation

13.1 Assessment Methods ^[Note 6]

13.2 Graduation Requirement

All students are required to meet all the programme requirements, pass all the assessment and obtain a cumulative overall GPA of at least 2.0 in order to graduate.

13.3 Additional requirements for graduation set by Graduate Division/Programme (if applicable):

14. Resources

14.1 Teaching Staff

13.1.1 Programme Director ^[Note 7] (if applicable):

13.1.2 Deputy Programme Director ^[Note 7] (if applicable):

13.1.3 Please provide the list of teaching staff for this programme e.g. full-time, part-time., etc at the time the programme is launched.

Teacher's Name	Full-time/Part-time	In-load/Outside Practice

14.2 Budget (Please attach the budget as Appendix)

* Please tick as appropriate.

Signature of Department Chairman	Department Name
In Block Letters	Date

Signature of Division Head	Division Name
In Block Letters	Date

Signature of Co-organizing Unit (if applicable)	Unit Name
In Block Letters	Date

Notes:

1. If the proposed degree title is a new one, i.e., different from the general taught postgraduate degree titles like Master of Arts, Master of Science and Master of Social Sciences or those listed in Statute 26 of the University Ordinance, statutory amendment is required which will take about one year's time to complete all amendment procedures.
2. For Master of Arts/Science/Social Science Programme, the study periods are normally as follows:

	<u>Normative study period</u>	<u>Maximum study period</u>
Full-time	1 year	3 years
Part-time	2 years	4 years
3. GCExCo approved at its Meeting held on 11 September 2009 that all postgraduate programmes are assumed to have an optional summer term automatically.
4. Postgraduate students taking undergraduate courses to satisfy programme requirements for an advanced degree (masters and taught doctorals) should be discouraged; where approved on an exceptional basis, such undergraduate courses should not exceed 15% of the unit/graduation requirement for the postgraduate degree, and unless specifically approved with good justification, should be limited to 4000 level courses. For new programmes, if 15% or more 4000

- level (or below) courses are included as programme requirements, justification should be entered into the programme proposal and explicit approval from GCEXCo would be required in this respect.
5. Please specify the Programme's additional assessment requirement in addition to the term assessment requirement of the Graduate School (refer to clauses 13.1-13.4 of the General Regulations Governing Postgraduate Studies).
 6. The nature of the assessment methods should be clearly stated. For example, projects or take-home open-book examinations should be identified as such, rather than loosely grouped under examination. The Programme Committee of individual departments should screen cases with a certain percentage of non-examination/test component.
 7. It is considered unfavorable to appoint Visiting Professors to assume the role of (Deputy) Programme Director. In addition, (Senior) instructors / Professional Consultants / Teaching Fellows who take up such roles should have relevant experience.
 8. The proposal for introduction of a new self-financed taught postgraduate programme should be endorsed/approved by the i) Faculty Board, ii) Graduate Council, iii) RAC and iv) Senate APC/Senate, and also approval from Bursary in regard to the budget.

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Programme Name (please fill in)
Budget for the Programme Duration (at least 2 years)

(Please consult the Self-financed Programmes Management Unit of the Bursary in the course of preparing this budget and submit the budget together with the programme proposal to the Senate for consideration after endorsement by the Faculty Board and Faculty Dean.)

General Information

Study Mode :	Part-time	Full-time	
Normative Study Period :			
Number of Students to be enrolled:			
Financial Year	2015-16	2016-17	Additional years if applicable
Number of Courses to be offered			
Contact Hours			

Budget for the Programme (at least 2 years)

	2015-16	2016-17	Additional years if applicable
	\$	\$	\$
Income Budget			
Tuition Fee [Note 1]			
Miscellaneous Income (Other, please specify)			
Total Income Budget			
Staff Cost Budget [Note 2]			
Teaching Staff Cost [Note 3]			
Administrative Staff Cost [Note 3]			
Programme Administrative Services [Note 4]			
Other Teaching Fee [Note 5]			
Other Staff Cost (Other, please specify)			
<i>Sub-total</i>			
Non-staff Cost Budget [Note 2]			
<i>Office Expenses</i>			
Furniture & Equipment			
Printing, Stationery & Supplies			
Repairs & Maintenance			
General Expenditure			
Official Entertainment [Note 6]			
Activities Entertainment [Note 6]			
(Other, please specify)			
<i>Programme Expenses</i>			
Overseas Travel - Air Passage [Note 6]			
Overseas Travel - Per Diem [Note 6]			
Visiting Scholars - Air Passage [Note 6]			
Visiting Scholars - Other			
External Examiner - Honorarium			
Organization of Conference-Other			
Student Related Expenses			
Classroom Rental			
(Other, please specify)			
<i>Overhead</i>			
University Management Fee [Note 7]			
Faculty/Departmental Overhead [Note 8]			
<i>Sub-total</i>			
Total Expenditure Budget			
Operating Surplus/(Deficit) for the year [Note 9]			
Levy from Faculty			
Net Surplus/(Deficit)			
Accumulated Surplus Brought Forward			
Accumulated Surplus Carried Forward [Note 9]			

Financial Analysis:			
% of Total Administrative Staff Cost over Total Expenditure			%
% of Total Staff Cost over Total Expenditure			%
% of Surplus for the year over Total Income			%

Approved by Faculty:

	Name in Block Capitals	Signature	Date
Programme Director			
Department Chairman			
Faculty Dean			

Confirmed with Bursary:

Signature		Date	
Name			

Notes:

1. Calculation of total tuition fee:
(expand the table as necessary)

	Study Mode	Amount	No. of Students	No. of Terms/Units	Total Tuition Fee
Whole programme	Full-time				
	Part-time				
Per annum	Full-time				
	Part-time				
Per term ^[a]	Full-time				
	Part-time				
Per credit unit ^[a]	Full-time				
	Part-time				
Total no. of units per programme					
Deemed tuition fee for 30 units ^[b]					

^[a] From 2010-11 onwards, tuition fees are collected on a term/unit basis and should be rounded up to the nearest dollar.

^[b] The minimum level of fee for self-financed TPG programmes is not less than \$100,000 per 30 units for 2014-15 and not less than \$105,000 per 30 units for 2015-16.

2. Reducible cost requirements are detailed in the Funding Model operation manual for self-financed teaching programmes.

3. Breakdown of the staff cost:

Teaching Mode	No. of Courses	No. of hours	\$ per hour/ course/ month	Total Amount
In-load ^[a]				
Part-time / Outside Practice ^[b]				
Co-teaching ^[c]				
Other (by rank) ^[d]				

^[a] RAC at its 8th (2008) meeting held on May 23, 2008 approved that the full in-load teaching cost should be defined as the standard notional cost of a professor/instructor or the average teaching cost commitment specific to a Department, taking into account the housing cost and a nominal 30% discount for research activities. The formula for calculating the in-load teaching cost per course is as follows:

Standard Notional Cost of a Professor/Instructor or Average Teaching Cost Commitment Specific to a Department + Average of the Top Two Prevailing Rates of Non-accountable Cash Allowance) / Normative Full Teaching Load as Defined by a Department] x 70% (applicable to Professor only)*

*Applicable to teaching staff ranks eligible for housing benefit.

^[b] Part-time teaching rate ranges from \$800/hour to \$2,400/hour with \$1,500/hour for 2013-14 and \$1,600/hour for 2014-15, being the minimum outside practice rate for Assistant Professor or above. Up to 10%, 15% and 25% additional loading on hourly rate, with a maximum of 10 hours per trip is provided for teaching services rendered in Shenzhen, other part of Guangdong and other part of China and other countries respectively (re: AAPC Circular No. 37/2007 dated 11/9/2007).

AAPC at its 9th meeting held on August 28, 2012 approved that the contact hours for a teaching staff involved in a taught 3-unit course of a self-financed programme will be standardized to 42 hours with effect from 2012-13.

^[c] The co-teaching charges to be paid (received) by self-financed programmes for courses taught by (for) other UGC-funded programmes are as follows:

Courses	Charge per Student for Each Credit Unit (with effect from 2012-13)
Bachelor of Medicine and Bachelor of Surgery (MBChB)	\$4,870
Others	\$1,800
Language	\$1,100

For co-teaching between self-financed programmes, the charges should be handled between themselves.

^[d] Retirement benefits as well as other fringe benefits should be built in as appropriate.

With effect from July 1, 2011, the staff budget and expenditure of all self-financed programmes are accounted for on a full actual cost basis, including actual salary, retirement benefit, housing benefit and other fringe benefits.

Staff (by rank) ^[d]	Basic Salary	Retirement Benefit	Other Fringe Benefits	Total

4. AAPC at its 17th (2007) meeting held on November 13, 2007 agreed with effect from 2007-08 that
 - (i) The Faculty Deans will decide on the cap (in terms of the maximum number of working hours payable), if any, for the programme administrative service appropriate to the self-financed programmes under their Faculties.
 - (ii) The respective Faculty Executive Committees will determine the types of programme administrative service to be remunerated for self-financed programmes, the number of hours payable for each type of administrative service, as well as the applicable hourly rate.
 - (iii) The amount of approved programme administrative fee should be included in the budgets of the self-financed programmes concerned.
 - (iv) The appointments of programme director, module coordinator, panel chairman, etc, should be approved by the respective Faculty Deans. The relevant Board minutes should be appended to the application for outside practice as supporting document.
5. Other teaching fee includes guest speaker's fee, interviewer's fee, reviewer's fee and consultation fee.
6. Official entertainment, outgoing air-passage, per diem (or actual outlays) and incoming air-passage are each capped at 2% of tuition fee income (or 4% for programmes with non-local collaboration). Within the budget for official entertainment, a sub-cap of 1% of fee income can be used for activities entertainment.
7. University management fee is chargeable on the total income of self-financed teaching programmes at the following rates:

	Full-time	Part-time
On-campus	26%	17%
Off-campus	20%	13%

8. With effect from July 1, 2006, an extra 10% overhead charge is imposed on the total income of self-financed teaching programmes for use of infrastructure and facilities provided by Faculty/Department. The amount is channelled back to the Faculty/departmental one-line budget as appropriate.
9. In case that programme is in deficit, the organizing department should critically assess the programme's status as a going concern. If only temporary financial assistance is needed, departmental private funds and the faculty's private funds should be called on as appropriate. Any such request should be made with adequate transparency Department Board and the Faculty Executive Committee and formally approved by the Faculty Dean. Interest at 1% below prime rate will also be charged on deficit balance.

(February 2014)